

**Excerpt**  
**City Council Meetings Manual of Procedures**  
**City of Albany Administrative Rules, Policies, and Procedures**

**AGENDA**

**B-1. PREPARATION OF AGENDA**

An Agenda shall be prepared for each regular meeting containing the specific items of business to be transacted and the order thereof. Items of business may be placed on the agenda by any Council Member, the City Administrative Office, Department Heads, or the City Attorney. Agenda items shall be delivered to the City Clerk not later than 5:00 p.m. on Tuesday preceding the regular meeting, accompanied by a written introduction. The Clerk shall thereafter prepare the agenda. Each item on the agenda should contain a brief description of the issue and action to be taken. Whenever feasible, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the Council. The agenda, together with all reports pertaining thereto, shall be delivered to the Council Members prior to 5:00 p.m. on the Wednesday preceding the regular meeting. The agenda shall be made available to the public as soon as practical. No matters other than those listed on the agenda shall be finally acted upon by the Council, provided, however, that matters not on the agenda, but deemed to be of important or urgent nature by any Council Member, the City Administrator or the City Attorney, may be submitted for Council consideration and action by 2/3 vote (or unanimous vote if less than 2/3 are present).

